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Approved For Release 2001/07/28 : CIA-RDP78-03985A000400030026-3

MAY 5 1953

MEMORANDUM FOR: Chief of Logistics

SUBJECT : Retroactive Approval of Reimbursable Details

1. Another instance has been brought to my attention in which a division of the Logistics Office has not complied with the procedural requirements regarding reimbursable details. The Chief of the Real Estate & Construction Division has forwarded a letter for my signature confirming a detail from 5 March through 7 April 1953. The letter states, in part, that, "prior to this detail verbal arrangements were made between representatives of this Agency and the Public Buildings Service of General Services Administration."

2. As far as I have been able to determine, this is the first notice (even though indirect and unofficial) that this Office has had, that such a detail even was contemplated--let alone accomplished. The fact that the Personnel Office received no documentation in support of the detail until nearly three weeks after the detail had been completed does not represent, in my opinion, an acceptable or desirable administrative practice. While I realize that there may have been unusual or emergency conditions present, I can see no good reason why this Office should not have received notification of the detail sometime before its occurrence. And I can see no reason whatsoever for allowing three weeks to elapse after completion of the detail before notifying the Personnel Office of its occurrence.

3. If unusual or emergency conditions were, in fact, present they are not apparent, and I am not aware of any such conditions in this case. Therefore, it is with considerable reluctance that I confirm a detail on which this Office has, to this point, had no record. You can appreciate the situation in which both the Personnel and the Logistics Offices would have been placed had an inquiry come from higher authority concerning this detail and I had had to reply that this Office had no record at all of it.

4. I would appreciate it if you would bring to the attention of all components of your Office the procedural requirements of CIA Regulation [redacted] relating to the "Processing of Personnel Detailed from Other Government Agencies." Your cooperation in doing everything possible to prevent the occurrence of similar cases in the future also will be appreciated. In any event, cases of this type should be held to an absolute minimum and this Office should be informed of any circumstances of an unusual or emergency nature in connection therewith.

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GEORGE E. NELSON
Personnel Director

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